

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5113

TITLE: SURVEY PARTY CHIEF/ANALYST **GRADE:** S-19

DEFINITION:

Under supervision, does technical and skilled survey work as a party chief over a field survey team; or provides automated survey technical support to field teams as a survey data analyst; performs the more complex and technical assignments in the field or office; and does related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions in this class which serve as Analysts perform basic analysis on less diverse data. Results carry less legal weight than those of the Senior Survey Analyst. Further, these positions do not typically lead a plane or geodetic survey team on a complex survey as the technical expert.

ILLUSTRATIVE DUTIES:

Performs the more complex technical survey assignments;
Provides final computations and detailed sketches to produce survey packages;
Demonstrates the proficient operation of survey instruments and computing devices;
Prepares and submits daily reports regarding the work accomplished.

As Survey Party Chief

Plans and supervises the daily activities of a survey party;
Provides instruction to subordinates to ensure the safety and efficiency of a survey party;
Performs design, geodetic and construction surveys, including
traverse, boundary, and topography.
Oversees the accomplishment of cross sections, seismic profiles, construction stake-outs, as-built of completed work, and the setting of property corners and other monuments as required;
Performs surveys to establish and re-establish boundaries;
Responds to inquiries and complaints from citizens;
Responsible for the maintenance of an assigned vehicle and equipment.

As Analyst

Uses micro-computer equipment and Computer Aided Drafting/Design software to reduce field notes and draft finished products;
Provides background data (i.e., coordinates and angles) for baseline establishment, and data collection to determine what points to shoot;
Prepares computer-generated drawings as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles and practices of survey field work;
Working knowledge of mathematics, including trigonometric functions, curve computations, and the coordinate system of computing;

CLASS CODE: 5113

TITLE: SURVEY PARTY CHIEF/ANALYST

GRADE: S-19

Page 2

Considerable knowledge of applicable County, State and Federal laws, codes, and regulations;
Knowledge of the principles and practices used in location and topographic surveying;
Ability to understand and interpret legal descriptions, engineering plans, maps, and field data;
Ability to conduct research and evaluate data;
Ability to train and supervise subordinates;
Ability to compute closing lines, simple and parabolic curves, and irregular or unusual areas with accuracy;
Ability to plot plans by using coordinates;
Ability to use drafting instruments, including delineation and Leroy lettering;
Ability to operate calculating machines and planimeters;
Ability to maintain effective relationships with fellow employees and the public;
Ability to prepare clear, concise and well-documented technical reports;
Ability to apply basic surveying principles to the solution of problems.

As Survey Party Chief

Proficient skill in the proper use of, and method of adjusting, survey equipment in conducting field surveys.

As Analyst

Proficient skill in the operation of a microcomputer, and in the use of Computer Aided Drafting/Design software.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education; plus
Three years of nonprofessional survey field work, including two years of work equivalent to the Survey Instrument Technician level.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License.

ESTABLISHED: November 16, 1992